

QUICK PROTECTION COMPANION

DOCUMENT LESS.

DOCUMENT BETTER.

Teachers already have enough admin. This companion is designed to keep the record small until the situation actually requires more.

The book gives you the system. This companion gives you the smallest useful record for protecting the history.

COMPANION TO

THE SILENT AUTHORITY

Classroom Governance and Legal Defense

E.V. SINCLAIR

THIS IS NOT AN ADMIN PACK.

Use the least paperwork necessary. Add more only when the situation gives you a reason.

ONE-OFF + RESOLVED

No extra form. If the matter ended and there is no meaningful risk or pattern, stop. Keep teaching.

REPEAT / UNRESOLVED

Use the 60-Second Record once, then add only a short repeat update when it happens again.

NO MEANINGFUL RESPONSE

Send the four-line follow-up. Do not rewrite the entire incident.

SERIOUS / SAFETY / FORMAL

Preserve what matters and use the appropriate professional, management, union or other support channel promptly.

THE TSA RULE

Do not create paperwork just because something happened. Create a record when the history may matter later.

THE TSA 60-SECOND RECORD

Five fields. One minute. Enough to preserve the event without writing an essay.

1. WHEN + WHERE?

2. WHAT HAPPENED? - ONE SENTENCE

3. WHAT DID I DO? - ONE SENTENCE

4. WHO DID I INFORM?

5. WHAT HAPPENED NEXT? - ONE SENTENCE

REPEAT INCIDENT?

☐ YES☐ NO

If your PDF viewer does not save fields, type these same five lines in your phone Notes app.

IF IT HAPPENS AGAIN:

Do not rewrite the first incident. Add only what is new.

THE 20-SECOND REPEAT UPDATE

Date/time + what changed + what you did + what happened next.

REPEAT 1

REPEAT 2

REPEAT 3

WHEN DO I STOP USING THIS PAGE?

When the issue is resolved, stop. If it keeps recurring, affects teaching or safety, or your first report produces no meaningful response, move to the four-line follow-up.

THE FOUR-LINE FOLLOW-UP

Copy. Paste. Fill the brackets. Send. Keep a copy.

SUBJECT: FOLLOW-UP - [MATTER / DATE]

On [date], I reported [brief factual issue].

Since then, [one sentence describing what continued, repeated or changed].

I am recording this follow-up because the issue remains unresolved / has recurred.

Please confirm receipt and advise what next step or process will follow.

THAT IS ENOUGH.

You do not need to retell the entire history in every follow-up. Reference the earlier report, state what changed, ask for the next step, and preserve the response.

LESS WRITING. CLEARER HISTORY. BETTER FOLLOW-UP.

WHEN DO I DO MORE?

The paperwork should grow only when the risk, repetition or process grows.

1 RESOLVED

Stop. No more TSA admin.

2 REPEATED

Add a 20-second repeat update. Do not rewrite.

3 REPORTED + NOTHING CHANGED

Send the four-line follow-up and keep the response.

4 SERIOUS / SAFETY / FORMAL

Preserve relevant evidence. Use the applicable process and seek appropriate support or representation promptly.

THE BOOK + THIS COMPANION

The Silent Authority explains the strategy behind Respond - Record - Escalate - Protect. This companion is the low-admin execution layer: the smallest record first, more only when the situation requires it.